Please do not send information electronically unless you can encrypt the email because it contains Personally Identifiable Information (PII). It is against the Department of Defense regulations to send PII electronically without encrypting it.

To access Puget Sound Naval Shipyard and Intermediate Maintenance Facility, you must do the following:

1. Fill out blocks 1-7, 10, 11, and 12 of the attached Visitor Badge Request.
2. Your supervisor or Human Resource Department must check your birth certificate or passport to verify United States Citizenship. The person verifying the United States Citizenship must complete the information and sign below.
3. Fax this cover letter and the completed Visitor Badge Request (blocks 1-7, 11 and 12) to Attn: Kody McBride or Wendy Gordon at fax number 360-476-8550.

Before faxing: Please call (360) 476-1971 or (360) 476-9239 to ensure someone is at the fax machine to receive the information.

You must allow at least 15 working days to process your request.

For entry: You will need to bring your federal state, or county issued identification card with you for verification to get into the Naval Base Kitsap security gate and into the Controlled Industrial Area of Puget Sound Naval Shipyard and Intermediate Maintenance Facility.

I _____ (Print Name), of _____ (agency), am

☐ the supervisor of below listed employees.

☐ a member of the Human Resource Department for the above agency.

I certify the employees listed below, require access to the Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) to support regulatory inspections for compliance with federal, state, or local environmental/occupational safety and health regulations. I have verified United States citizenship via birth certificate or US Passport.

Employee Last, First, MI	Employee Last, First, MI	Employee Last, First, MI
		Example: Doe, John MI

_____ Date_____
Certification Representative Signature

_____
Title